IQCS User Guide

# MODULE 1: IQCS INTRODUCTION

## OVERVIEW

Welcome to the ***Incident Qualifications and Certification System (IQCS)*** User Guide. The guide is organized into 11 modules. Each module is complimented with a series of job aids that you can print out and keep as a desk reference to remind you of all the processes covered in this guide.

- Module 1: Introduction
- Module 2: Navigation
- Module 3: Managing Responder Data
- Module 4: Reports
- Module 5: Manage Competencies
- Module 6: Qualification Evaluation
- Module 7: Position Task books
- Module 8: Emergency Responder Experience
- Module 9: Training Administration
- Module 10: Nomination Process
- Module 11: Control Tables

This guide replaces the IQCS Training Manual that was used in the Training Environments from 2004 until October, 2015. The training exercises have been removed from this user guide but the steps have been retained to provide concise directions on how to perform frequent processes.

IQCS users are not allowed to enter, edit or remove their own data on any pages, with the exception of experience records, in the IQCS application.

This page intentionally left blank.

# TABLE OF CONTENTS

This page intentionally left blank.

# IQCS

IQCS is a management tool to record, track and report on responder qualifications for the agencies that form the National Wildfire Coordinating Group (NWCG) and the Department of Interior bureaus.   The original wildfire agencies collaborated to develop IQCS to support their qualification standards.  Responder data was migrated from the legacy systems during the early months of 2004.   The Department of Interior joined IQCS with all-hazard positions in 2011.

The IQCS system is managed by the Bureau of Land Management (BLM) with active business oversight from representatives from each of the wildfire agencies and the Department of Interior. These 6 agency representatives compose the Change Management Board (CMB) that directs the business scope of IQCS.


## DATA INTEGRITY

Features of IQCS allow the end-user to preserve a responder's data, both historical and future.  This allows the capture of all additions and adjustments made to the record.

This creates an extremely detailed view of a responder's data.  Depending on the page, IQCS may only display the most recent record(s).  This aids in opening the page more quickly.

If you wish to review the entire set of historical data for a responder's record, you can select the **Include History** button on many screens.

## LINK TO AGENCIES



IQCS has been customized to contain requirements maintained in the NWCG [Wildland Fire Qualification System Guide (PMS 310-1)](#), [Forest Service Fire and Aviation Qualification Guide (FSFAQG)](#), Department of the Interior's [Incident Position Qualification Guide (IPQG)](#) and the [Federal Wildland Fire Qualifications Supplement](#).

To determine qualifications, IQCS compares the responder's training, experience, and other accomplishments (referred to in IQCS as competencies) to the qualification criteria. Therefore, IQCS reflects the complex nature of the organizational structure of the all-hazard and Wildland fire response community.

## ORGANIZATIONAL CODE STRUCTURE

The security of a group of responder records is built by utilizing trees of agency organization codes. Each tree is named by its SetID, which is five characters long, e.g. BLM00, FS000, or DOI00. Each Wildland fire agency tree has multiple branches which may be called regions or states depending on the agency.



The all-hazard bureaus of the Department of Interior are organized as branches under the DOI00 SetID.

The original wildland fire agencies of DOI (BIA, BLM, FWS, NPS) and USFS agency of NWCG are built with their own separate security tree of org codes

Organization codes may also be referenced by Dept IDs, Organization IDs, Org IDs, or Org Codes. Org codes grouped in these trees are used to assign an account holder's access in IQCS to ensure that responder qualifications data is seen by only local, regional, or national staff with a need to review, use, and report on qualification data for their respective unit.

SetIDs are also used to identify the policy guide(s) that the agencies follow to qualify and certify responders with positions.

# UNIT IDENTIFIERS
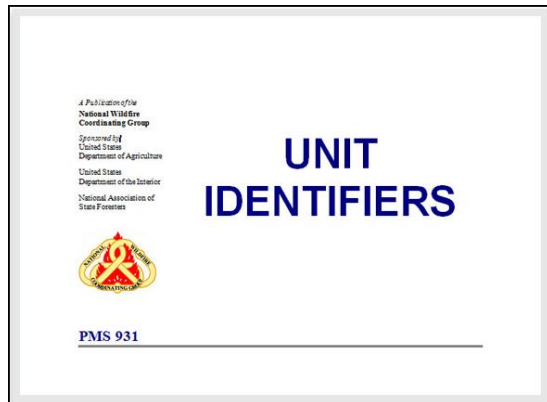
Unit IDs are also used to identify the organizational units within the federal and state government that are involved in wildland fire management. These codes are managed by the NWCG Unit Identifiers Unit chartered under the Data Management Committee.

Unit identifiers are directly tied to one or many organizational codes and are used in the exchange of data with the Resource Ordering and Status System (ROSS).

# IQCS ACCOUNT SECURITY

IQCS Account security is role and organization based. This limits every account built in IQCS to only those roles necessary to complete the user's job and to organizations of responders over whom the user has responsibility.

With accountability as a goal, the regional agency representatives authorize access to IQCS.  To aid management, IQCS increased auditing on key tables in 2007.   Auditing actions performed on a responder's record are done by capturing the user name with a time stamp for all types of edits done on the data. The user name is your "thumbprint" in the system.

Those two elements (role[s] and organization[s]) are requested on your account request. Once the required paperwork and training are completed and the proper level of authorization is received, a new account holder is assigned a single User ID and your own password to log on to the system.

# IQCS PERMISSIONS

Each IQCS Account connects a permission list to the user ID. A permission list is composed of one or multiple organization codes. These agency organization codes and those common to all users (e.g. INAC and ST000) are those authorized by the regional agency representative for an account.

NOTE: Agency organization codes are those provided by a federal department. They are commonly those used in the federal payroll system. The system also has unique IQCS organization codes, e.g. 0402AD, to address special business requirements. These are authorized by the IQCS agency lead of the requesting unit. These are not wildland fire Unit Identifiers.

Each organization is the provider of one or more responders.

It is this compilation of organization codes that provide access security.

With the interagency aspect of IQCS, permission lists may contain a blend of one or many agency organizations codes. This combination of agency organization codes must be authorized by each respective agency representative and represent a clear business need.

# USER ROLES

A role defines:

- What menu items you can access
- What pages you can access
- What tabs appear when you access a menu component
- What reports you can run
- What actions you can perform on the pages

Possible user actions include:

- Display only (no data changing or manipulating)
- Add rows (to add new data or history)
- Update/display rows/pages
- Correction (to change or correct existing data)

For a complete list of user roles and a list of the pages they are allowed to view and interact with, please refer to the Reference Docs for Accounts box on the User Accounts page of the IQCS website.